

# CITY OF DUBLIN

*California*



**INVITES APPLICATIONS FOR THE POSITION OF**

## **Administrative Analyst II (Housing and Human Services)**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$6,560 - \$8,200 per month (Salary Adjustment 7/01/13)

### **FILING DEADLINE**

Friday, July 12, 2013 @ 5:00 pm

### **THE POSITION**

The City of Dublin is seeking an Administrative Analyst II (Housing and Human Services) to provide professional level support for administration of affordable housing and human services programs including Community Development Block Grants (CDBG).

### **KEY ELEMENTS**

Duties may include, but are not limited to, the following:

- Implementing and monitoring affordable housing programs including determining eligibility for purchase, sale, and first-time home buyer loan program;
- Interpreting and applying Inclusionary Zoning Ordinance and Guidelines;
- Working with City Attorney's Office on documents related to affordable housing activities;
- Tracking expenditure of City funds, and maintaining related files and records;

- Coordinate grant programs (including CDBG) and support various housing and social service committees;
- Perform related work as required.

## **CANDIDATE QUALIFICATIONS**

**Experience:** A minimum of two years of full time professional experience in affordable housing program administration is required. Three years of affordable housing program administration experience is highly desirable.

**Training:** Equivalent to a Bachelor's Degree from a recognized college or university with a major in Finance, Business Administration, Public Administration, Planning or a related field. A Master's Degree in a related field is desirable.

**Licenses/Certificates:** Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability is required.

### ***Knowledge of:***

- The scope and function of municipal government.
- The principles, practices and techniques of affordable housing program administration
- Research techniques, sources and availability of information, and methods of report preparation and presentation.
- Principles of effective public relations and communications with customers.
- Knowledge of local, state and federal laws, policies, regulations and resources associated with assigned program area (e.g., housing, personnel, waste management, Cable TV, risk management, etc.).

### ***Ability To:***

- Exercise a high degree of initiative and independent judgment in prioritizing and executing program administration.
- Build relationships and communicate effectively with residents, staff, public officials, real estate agents and loan officers, service providers and other regional stakeholders
- Analyze problems, identify alternative solutions and make recommendations.
- Plan, organize and conduct projects and studies as assigned.
- Prepare and present reports and recommendations.
- Use a personal computer
- Work independently under minimal supervision.

## **SALARY/BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the Administrative Analyst II (Housing and Human Services) position is **\$6,560 - \$8,200** per month (salary adjustment 7/1/13). The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 1.75% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,330.51 per month
- Post-retirement medical benefits; vesting requirement
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity.

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing & Human Services. The Housing & Human Services Division is responsible for implementing the Inclusionary Zoning Ordinance and other housing programs as they are developed. This Division communicates and coordinates with current and future residential developers to complete necessary documents such as marketing and management plans for Inclusionary Units, and qualifying applicants for ownership of below market rate homes. This Division also conducts and coordinates outreach efforts to address human service needs in the community.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 49,890 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards

for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## THE SELECTION PROCESS

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

## EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## HOW TO APPLY

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Administrative Analyst II – Housing and Human Svcs,**” and “**Apply Now.**” Applications and responses to the Supplemental Questionnaire must be received by 5:00 p.m. Friday, July 12, 2013. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.



# SUPPLEMENTAL QUESTIONNAIRE

## *Administrative Analyst II –Housing and Human Services*

***The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Administrative Analyst II position. In order to continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)***

***If you have additional questions regarding the recruitment please contact Angelica Smith at (925) 833-6605.***

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1. Please describe your experience in administering affordable housing programs (such as buyer qualification review, monitoring, and compliance actions).
2. Please describe your experience in administering Community Development Block Grant (CDBG) programs including administration of the grant application process, completing mandated reporting, and compliance monitoring.
3. Please describe the most complex project that you have completed. Specify your role and the scope and outcome of the project.
4. Please describe why you are interested in the position of Administrative Analyst II assisting with housing and human service programs for the City of Dublin. What unique skills and experience would you bring to this position?